

7 November 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Brief - Survey of Training Office.

1. Attached is a complete report of the Training Office which was conducted at the request of Colonel Baird with the concurrence of the DD/A. The survey was principally concerned with the administrative structure of the Office of Training and the overt and covert segments.

2. The survey also was to determine the balancing of T/O structure based on mission and functions as established.

3. The result of the survey is contained in the attached report and the T/O adjustment of the addition of 40 positions is recommended by the Management Office as is concurred in by the Personnel Director. The Director of Training has concurred. Also attached are the comments of the Comptroller which, however, do not contain any specific recommendations.

25X1A9a

Advisor for Management

Attachments

JDA/mgd - ms

cc: Subject File ✓

Document No. 668

NO CHANGE in Class. ☐

☒ DECLASSIFIED

CLASS. CHANGED BY IS S C

DATE 4 Apr 77

Auth: FOIA/DOJ 770703

Date: 22 Feb 78 By: QIL

~~SECRET~~